

Change 1 of 9sep01
EPMACINST 5350.1A
Chairman of Flagship
17 July 1997

EPMAC INSTRUCTION 5350.1A

Subj: NAVY COMMUNITY SERVICE PROGRAM

Ref: (a) OPNAVINST 5350.6A
(b) NAVPERS 15604B, Navy community Service Guidebook

Encl: (1) EPMAC Community Service Program

1. Purpose. To provide revised policy and guidance for the Enlisted Placement Management Center (EPMAC) Community Service Program per references (a) and (b). This instruction has been completely revised and should be reviewed in its entirety.

2. Cancellation. EPMACINST 5350.1

3. Background. The Navy launched the Navy community Service Program (NCSP) to support National Youth Education goals and a globally competitive America. Building upon the successes of the Personal Excellence Partnerships and Community outreach programs, the Navy expanded its role in strengthening the academic and personal growth of school youth and in improving the quality of life in local communities. EPMAC encourages military and civilian personnel to work together in collaboration with government, civic and social service organizations, as well as representatives of business and labor, to perform community service and develop school volunteer programs. Voluntary participation by Navy dependents is authorized and encouraged.

4. Policy. It is EPMAC's policy to promote a joint Navy and community effort to assist in the education and enrichment of America's youth and communities and in revitalizing citizenry. EPMAC's civilian and military volunteers will strive to improve education as well as quality of life in communities. Volunteers are highly encouraged to join with other services, businesses, labor, foundations, colleges and universities, religious organizations, media, community groups, health care centers, and government agencies in developing a collective vision of community needs and commitment to share responsibilities and resources required to address them. The command mission shall not be compromised in support of community service and personal excellence. Five "Flagship Projects" serve to strengthen youth and communities. These flagship projects are entitled:

a. Personal Excellence Partnerships. Develops American youth to their fullest potential in the areas of education, healthy lifestyles, and

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civic responsibility. Volunteers tutor, mentor, provide technical expertise, and serve as role models. Project goals include improving scholastic achievement, social and life skills, and providing vocational guidance. This flagship will operate in strict compliance with reference (b).

b. Youth Health and Physical Fitness. Promotes healthy and fit lifestyles among America's youth. Project initiatives include youth fitness programs, sports and recreation programs such as Special Olympics, nutritional and hygiene information, and youth athletic events.

c. Environmental Conservation. Promotes participation in domestic and international conservation programs to maintain, protect, and conserve the world's wildlife and natural resources. Activities include developing youth environmental stewardship, teaching environmental values, enhancing environmental science curricula of schools, and organizing or participating in environmental clean-up efforts.

d. Campaign Drug Free. Provides a drug demand reduction program to schools, organizations, and communities to address youth on the dangers of drug abuse and the importance of being drug free. Volunteer teams use professionally developed video-tapes to convey a powerful anti-drug message to elementary, middle, and high school students. Following the videotape presentation, volunteers engage the students in discussion to challenge them to take charge of their lives and stay drug free.

e. Sharing Thanksgiving. A year-round project that provides an avenue for volunteers to contribute to improve quality of life in their communities. By reaching out to those less fortunate with food drives, repair and renovation of shelters and homes, EPMAC personnel can brighten the future for struggling individuals, families, and communities. This project generates hope and helps others help themselves, not just at Thanksgiving time, but throughout the year.

5. Guidance. To ensure effective and responsible Navy community Service Programs, the following guidelines will be followed:

a. EPMAC's community Service Committee will consist of a coordinator and a volunteer for each of the five flagship programs. It is strongly encouraged that each code within the command provide a volunteer member to the committee.

b. The Community Service Coordinator will hold a regularly scheduled meeting each month, and provide the Executive Officer (XO) a report of the minutes of the meeting for approval.

c. volunteers desiring to participate in any scheduled event shall submit a request, via their chain of command to their respective department director for approval.

d. Business that is to be conducted by EPMAC's Community Service Committee Flagships shall follow guidelines as outlines in references (a) and (b).

e. Departments desiring to conduct any special interest community service activity must forward a memo of request via the Navy community Service coordinator to the XO for approval. Any activity involving fund raising for community service must be included in the memo providing details for involvement, time frame and goals.

6. Aids to Planning. Reference (b) provides assistance in planning and conducting community partnerships. Its purpose is twofold: to aid experienced personnel in expanding their programs and to assist coordinators, enclosure (1), who are new to partnerships at developing, implementing, managing, and evaluating their programs.

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